

Hounsome Fields Primary School

Administering Medicine Policy

2025



Date of Approval:	Summer 2025
Date of Next Review:	Summer 2026

Hounsome Fields Primary School
Treetop Avenue. Basingstoke
Hampshire RG23 7GJ

Policy Statement

Hounsome Fields Primary School will ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Hounsome Fields Primary School is held by the Headteacher who is the responsible manager. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

AIMS OF THIS POLICY

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEADTEACHER

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed every two years

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the office first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To ensure that all medicine is handed in via the school office
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

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SCHOOL ATTENDANCE DURING/AFTER ILLNESS *(for more information please see Attendance Policy)*

- Children should not be at school when unwell, other than with a mild cough/cold.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours.
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school.

MEDICINES IN SCHOOL

Our school policy is not to administer medicines in school except in special circumstances. When deciding upon the administration of medicine needs for children, we will discuss this with the parents concerned and make reasonable decisions about the level of care required. The head teacher reserves the right to refuse certain medication being administered by staff.

Any child required to have medicine will have an 'administration of medicines' consent form completed by the parents. This is kept on file along with a record of any medicine administered.

All medicines must be brought to the school office by an adult, with a completed consent form. Medicines must NEVER be brought to school in a child's possession.

The school will not keep medicine at school beyond that which it has been signed in by the parent. At point of consent form completion, the expiry date will be cross checked.

Where possible, it is the parent's responsibility to administer medicine before or after school. When provided by the parents, Calpol or Ibuprofen will only be administered once during the school day and the calpol/ibuprofen must be prescribed by a doctor and labelled to confirm this. The school will not administer medicine beyond the recommended dosage.

In the case of prescription medication, such as antibiotics, only those prescribed may be administered at school. Where possible, it should be administered before they get to school and when they return. Medicines containing aspirin will only be given if prescribed by a doctor. Asthma inhalers should be named and handed in to the office staff (with appropriate consent forms, which will be supplied by the office, and an asthma action plan). Inhalers will be kept in a medical kit in the child's class, with a clear record of children in that class using an inhaler. Office staff will keep a record of all medication. *(Delete if not applicable: The office also has spare inhalers in case of emergency. Inhalers should always be provided by a parent, if there is an emergency situation where the child's inhaler cannot be used, we have access to spare inhalers. The spares can only be used if a parent has provided consent for the spare to be used in such circumstances – form provided by the office.)*

All medicine must be provided in the original container labelled with the child's name and dosage.

Medicines that require medical expertise or intimate contact will not be accepted in school .

Where children have long term medical needs the school will do everything possible to help them to attend school regularly. In this case there must be full and shared discussions and decision making between parents, staff and any other relevant parties (eg, medical staff). This will result in an Individual health care plan drawn up, which will be reviewed periodically in discussion with the parents to ensure their continuous suitability.

No member of staff will administer any drugs without the knowledge and permission of the Head Teacher or another member of the Senior Leadership Team. The Head teacher must be informed of any controlled drugs required by children, e.g. Insulin, Equasym. Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form.

If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed.

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in the Medical room fridge.
- Tablets must be stored in the locked first aid cabinet.
- Epipens should be stored in the Medical room out of reach of children but easily accessible to staff who may need to administer them. An individual healthcare alert card with the child's photograph should be kept with the epipen and checked before administration.
- Asthma inhalers should be stored freely accessible to staff (**in class first aid kits**) and labelled with the child's name and should be taken with the child during physical activities.
- Antihistamine (tablets and) eye drops (should be given before school and on return (Staff cannot give any antihistamines unless prescribed, children can bring in hayfever wipes, which they can keep with them and use as required).
- Only inhalers, epipen's and epilepsy medication may be kept in the classroom
- Parents are responsible for the safe return of expired medicines and any sharps to a pharmacy.

STAFF MEDICINES

Staff members who might need to self-administer any of the following prescription or non - prescription medicines should ensure that they are safely stored in a locked drawer or cabinet. If it is not possible to do this in the classroom the medicine should be clearly named and labelled and stored in the main school office cabinet.

- Epipen
- antibiotics or other prescription medicine
- non-prescription painkillers

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip (trips risk assessments should detail this)
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the office on return to school

Administration of Medicine

It is a requirement to complete and sign this form, which should be handed to the office along with the prescribed medicine. All medication must be in date and in its original packaging with the child's name on. We will not exceed the dosage stated on the instructions. The head teacher reserves the right to refuse certain medication being administered by staff. All medications will be kept secure; no medication should be in your child's bag.

If your child has asthma, please also provide your child's asthma action plan from an asthma nurse /GP. If you do not have an action plan from your GP, then please provide your own plan.

DETAILS OF PUPIL

Surname _____ Forename _____

Class _____ Condition or illness _____

MEDICATION

Name of prescribed medication (as described on the container) _____

Date Dispensed and Expiry Date _____

Dosage and method (how much and when) _____

When is it taken (Time of day) _____

Special Precautions (eg before or after food) _____

Self-Administered Medication Yes No

CONTACT DETAILS

Name _____

Daytime Telephone _____ Relationship to pupil _____

I understand that I must deliver the medicine personally to office staff and accept that this is a service, which the school is not obliged to undertake. I also understand that it is not the responsibility of the school to ensure that the medicine is taken and that my child must remember to attend the office at the agreed time.

Parent Signature _____ Staff Signature _____

Print Name _____ Print Name _____

To completed by office staff:

Checked Expiry Date:

Details entered on SP:

Initials:

Date:

Initials:

Date:

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